Step 1: If on a military/government computer, make sure your Outlook email is up and that your PIN has been entered. Please note, when emailing the SAAR-N form, you **must use your .mil encrypted email.**

Step 2: If you have both Adobe Acrobat DC and Adobe Acrobat Reader DC, ensure the file is opened with **Adobe Acrobat Reader DC.** The file will not function using Adobe Acrobat DC.

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at			Open with Adobe Acrobat DC			DA 51
w	Pre-		Print			Overti
		Ð	Edit with Adobe Acrobat			
		Ľ	Combine files in Acrobat			
			Open with	>	Adobe Acrobat DC	
•	Pre-		Share with	>	📕 Adobe Acrobat Reader DC	
		٣	Scan for threats		Internet Explorer Microsoft Edge	
		@	Symantec Encryption	>	Word (desktop)	
			Restore previous versions		Search the Store	
			Send to	>	Choose another app	
			Cut	L		PDF

Step 3: Click the yellow banner and select "Enable all Features"



Step 4: Make sure your JavaScript is enabled by going to Edit \rightarrow Preferences

File	Edit Vi	ew Window Help	
Но	5	Undo 'Text9' field value change	Ctrl+Z
E	Ċ	<u>R</u> edo	Shift+Ctrl+Z
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		Delete	
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		Copy File to Clip <u>b</u> oard	
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		Check Spelling	•
		Look Up Selected Word	
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		Advanced Search	Shift+Ctrl+F
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		Accessibility	•
۱		Manage Tools	
		Preferences	Ctrl+K

SIGNING THE SAAR-N ELECTRONIC ROUTING SHEET

Step 4: Select JavaScript and make sure JavaScript is enabled by checking the boxes to mimic the picture:

Categories:	JavaScript	
Commenting	Enable Acrobat JavaScript	
Full Screen	Invis Certific Convert	
General	Javaschipt Security	
Page Display	Enable menu items JavaScript execution privileges	
	Enable global object security policy	
3D & Multimedia		
Accessibility	JavaScript Debugger	
Forms		
Identity	☐ Show console on errors and messages	
Internet		
JavaScript		
Language		
Measuring (2D)		
Measuring (3D)		
Measuring (Geo)		
Multimedia (legacy)		
Multimedia Trust (legacy)		
Reading		
Search		
Security		
Security (Enhanced)		
Signatures		
Spelling		
Tracker		
Trust Manager		
Units		
Usage Information		

The SAAR-N form must be signed with you CAC card's digital signature

Step 5: On the form, click the signature box where you will place your digital signature.

Step 6: Select your DOD EMAIL ID if using your CAC card. Click "Continue".

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	GR. (Windows Digital ID) Issued by: DOD EMAIL CA-42, Expires: 2020.10.30	View Details
	GINERAL (Windows Digital ID) Issued by: DOD ID CA-41, Expires: 2020.10.30	View Details
?	Configure New Digital ID Cance	el Continue

Step 7: Select "Sign" to continue.

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Review document content that may aff	Date: 20 08:43:57	018.08.22 1 -07'00' View Certificate Details Review

Step 8: Name the file and save it to your computer.

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SharePoint ^	Name	Date modified	Туре	Size		
This PC	📜 2017-form-763-instructions	8/13/2018 12:59 PM	Adobe Acrobat D	1,239 K	В	
Deskton	🗾 7420.1D Timekeeping Leave and Pay Instr	8/20/2018 12:29 PM	Adobe Acrobat D	12,327 K	В	
Decumente	违 Advanced Leave Packet	12/14/2016 11:27	Adobe Acrobat D	641 K	В	
	🗾 Cancellation of Union Dues Payroll Dedu	12/14/2015 12:45	Adobe Acrobat D	68 K	В	
Downloads	🗾 Collective Bargaining Agreement NHCP	8/20/2018 12:31 PM	Adobe Acrobat D	2,510 K	В	
Music	🔁 Conference Authorization SF 182	8/20/2018 10:30 AM	Adobe Acrobat D	904 K	В	
Pictures	🗾 Create a Local Voucher in DTS	8/21/2018 2:16 PM	Adobe Acrobat D	241 K	В	
📑 Videos	🗾 Create a Voucher in DTS	8/21/2018 2:17 PM	Adobe Acrobat D	241 K	В	
Windows (C:)	🗾 Create an Authorization in DTS	8/21/2018 2:17 PM	Adobe Acrobat D	187 K	В	
CD Drive (D:)	🔁 Create Orders in DTS	8/21/2018 2:18 PM	Adobe Acrobat D	135 K	В	
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· meganioraves ()	🗾 DGSOM DO Finance Culture Playbook	8/20/2018 3:59 PM	Adobe Acrobat D	635 K	В	
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File name: EDM	Pre-Approval Request_test.pdf					
Save as type: Adob	e PDF Files (*.pdf)					

Step 9: An email should now automatically generate with the signed file attached. Enter in the email address of the approver if you are the requestor. If you are the final approver, the TO: email address will auto-populate with the requestor's return email address. Click "Send" to complete the process.

If an email does not automatically generate, your Java settings need to be adjusted. If technical problems exist, the requestor should send the signed PDF to the SAAR supervisor's group at <u>usn.pendleton.navdencencampenca.list.saar-n-supervisors@mail.mil</u>